

**PUBLIC ACCESS BOARD
P.O. BOX 315
AYER, MA. 01432-0315
TEL. (978) 772-4658 FAX (978) 772-9824**

October, 2004

SPECIAL USE PERMIT APPLICATION INSTRUCTIONS

- #1 - Fill out the "APPLICANT INFORMATION" section; **please be sure to sign the application.**
- #2 - Have it signed by the **managing authority**. To speed this process, you **must** enclose a stamped envelope addressed to the P.A.B. so the managing authority can send the form directly to us.
The P.A.B. will then issue a Special Use Permit based on the information you provide (**please do not send stamped, self-addressed envelopes to the P.A.B.**).

PLEASE NOTE:

- #1 - We will not process any permits that are not signed by the applicant.
- #2 - The Public Access Board will accept only the new 2005 permit applications.
- #3 - A maximum of two weekend permits for one location per organization per year. Events that span two days shall be considered two events and require two permits.

NEW for 2005

- #4 - Permits can be applied for after October 1st for the next calendar year. These applications will be processed by the P.A.B. as they are received.
- #5 - The applicant or appointed representative shall display the permit in his/her vehicle windshield in a visible manner.
- #6 - If an event is reduced in size as to no longer require an Environmental Police Officer The applicant must notify the P.A.B. and the Environmental Police at least **Fourteen (14) Days prior to the event.**

If you have any questions please contact the P.A.B. at 978)772-4658. Thank you.

Rules and Regulations

1. This request must be signed by a designated representative of the managing authority (state agency or town that manages the facility) before it can be approved by the P.A.B. (Public Access Board). Requests submitted to the P.A.B. without the aforementioned designated signature will be returned to the applicant. Applications must be submitted to the P.A. B. at least 30 days prior to the event.
2. All parking is on a first-come basis. This permit does not guarantee the availability of parking for this event. Each car/trailer above the maximum allowed under the permit shall be considered a separate violation of law.
3. Any user fees in effect at the facility under consideration for special use shall be paid by the applicant if required by the managing authority.
4. Maximum of two permits per year will be issued to any club for the use of any one facility. Two day events Saturday/Sunday shall be considered two permits.
5. Only official applications for the year in which the special use occurs will be accepted. Applications will be accepted and processed in October for the following year.
6. All participants in the event must be notified in an appropriate manner so that the Commonwealth will not be held liable for personal injuries or damages to property and a copy of said notification shall be provided to the Public Access Board.
7. The applicant shall leave an adequate number of parking spaces (as determined by the Public Access Board) available to the general public. Launching of boats or parking at another location shall be counted as being part of the total allowed for the event.
8. Upon completion of said event the facility must be left in a clean and litter-free state. Any and all damage to said facility or grounds shall be repaired to the satisfaction of the Public Access Board.
9. The applicant shall keep a written record of all participants in the event. Said record shall be produced when asked for by any employee of the Commonwealth having police powers, representative of the managing authority or P.A. B.
10. The applicant may be required to hire an Environmental Police Officer (E.P.O.) for the duration of this event. If an E.P.O. is required under this permit it is the responsibility of the applicant to make those arrangements. Please contact the Environmental Police communications center at (800) 632-8075 to make said arrangement.
11. If an event is reduced in size as to no longer require an E.P.O., the applicant must notify the P.A.B. and Environmental Police at least Fourteen (14) days prior to the event.
12. The applicant or an appointed representative shall display the permit in his/her vehicle windshield in a visible manner.
13. Any violation of the Rules and Regulations may result in denial of future permits.

Permit #

Massachusetts Department of Fish and Game

Public Access Board

P.O. Box 315 • Ayer, MA 01432-0315 • (978) 772-4658 • Fax (978) 772-9824

2005

SPECIAL USE PERMIT APPLICATION

Applicant Information

Application Date: ____/____/____

First Name: _____ Last Name: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip: _____ - _____

Evening Phone _____ Day Phone _____

E-mail: _____

Name of Group: _____

Location of Event: _____ Town/ City _____

Date of Event: ____/____/____ Number of Vehicles: _____ Number of Boats: _____

Arrival Time: _____ Start Time: _____ Return Time: _____

Type of Event: Bass fishing; Trout fishing; Scuba Diving; Canoe/Kayak; Ice fishing;
Specify _____

**Signature of applicant: _____

Approval of Managing Authority

Date: ____/____/____ Approved Signature _____

Agency, City/Town _____

Comments:

- **** In consideration of the use of the state boat launching facility
aforementioned, the individual/organization responsible for this event hereby
releases the commonwealth and managing authority, its officers and
employees, from all liability and claims of any kind arising out of the use of
this facility for this event.**